

Report for Week Ending 18 July 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Work is underway on revising the proposed DD/S notice on reports management for submission to Mr. [REDACTED] in the office of the DD/S. Project is 60% complete.

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Project 6-13, Dispatch Format and Procedure

No change in status pending requisitioning of test forms.

Project 6-22, DD/I Reports Survey

25X1A9a Together with Mr. [REDACTED], met with Mr. [REDACTED] to discuss the results of the survey. A Report of Survey containing recommendations on 20 of the 102 reports inventoried was furnished Mr. [REDACTED]. He will request Assistant Directors to follow up on these recommendations and to report the results.

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Project 6-35 - Survey of Procurement Division Contract Files

The Chief, Procurement Division, has recommended that Mrs. [REDACTED] be granted an incentive award for her contribution in developing the filing standards for contract files. I assisted [REDACTED] in evaluating her suggestion and in preparing the brief for the Incentive Awards Committee. It was estimated that the standards will eliminate over 2,000 hours of research and reference time yearly. Project is now 60% complete. Its completion depends on disposing the equivalent of six cabinets of superfluous material. This will permit rearranging the file room.

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General Information

- a. Developed graphics on forms management and records center activities.
- b. Completed evaluation of Suggestion 2387, Use of the "New-Way Eraser," for Correcting Carbon Copies.
- c. Devoted one-half day to indoctrinating JOT [REDACTED]

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